



Dear Applicant:

The Public Health Prevention Service (PHPS) Program is a 3-year on-the-job national training program offered by the Centers for Disease Control and Prevention (CDC) for master's level health professionals. Training and work assignments provide opportunities for participants to apply their public health skills to the design, implementation, and evaluation of prevention programs and interventions at the community, state, and national levels. Participants learn through on-the-job and formal training as well as work assignments at CDC headquarters and in state and local health departments.

Each year we bring on a new class of Prevention Specialists. The application deadline for each class is January 15 with interviews for the Prevention Specialist positions occurring in March. The training program begins mid-September each year.

We are excited about the PHPS Program because it provides valuable field experience for graduates beginning their public health careers, as well as responds to the growing need for public health professionals with additional practical skills to tackle increasingly complex public health issues.

Following this letter you will find the application format. For more information on the Program, you may either access our web site at <http://www.cdc.gov/epo/dapht/phps.htm>, call the PHPS Office at 404.639.4087, or e-mail us at [phpsepo@cdc.gov](mailto:phpsepo@cdc.gov). In addition, for information on CDC or ATSDR, you may access their web sites at <http://www.cdc.gov> or <http://www.atsdr.cdc.gov>. Thank you for your interest and consideration.

Sincerely,

Dennis F. Jarvis, M.P.H., C.H.E.S.  
Chief, Public Health Prevention Service  
Division of Applied Public Health Training  
Epidemiology Program Office

# THE APPLICATION PROCESS



## *Your First Step...*

## **To Joining the Public Health Prevention Service**

### ***ARE YOU ELIGIBLE?***

You are eligible to apply to the Public Health Prevention Service (PHPS) if you have a **strong desire for a career** in public health at the Federal, state or local level and have both:

- ▶ a master's degree related to public health, and
- ▶ U.S. citizenship.

Successful applicants also have above average achievement in the core areas of epidemiology/biostatistics, biological/ physical/environmental sciences, behavioral/social sciences, health education/promotion, and management/administration. At least one year of public-health related work experience that includes exposure to program planning, implementation, and evaluation is required.

### ***HOW TO APPLY:***

The items listed below comprise your application and must be submitted to the PHPS Program at the address listed on the next page:

1. **CURRICULUM VITAE:** Original and 3 copies in the standard format (see attached format and example).
2. **PERSONAL STATEMENT:** Original and 1 copy of a narrative, no longer than 2 pages, typewritten and double-spaced, which addresses the following questions:
  - ▶ What are your career goals after completing the PHPS Program?
  - ▶ How would the PHPS Program help you fulfill these goals?
  - ▶ How would the PHPS Program complement your previous training and experience?
3. **REFERENCE LETTERS:** Three letters of recommendation following the prescribed attached format, from persons who know you professionally, are familiar with your achievements and future aspirations, and can speak to your personal qualities and professional attributes. At least one letter must be from a faculty member or supervisor. Note: You must provide this format to each of the three references, who must return it to the PHPS Program by the deadline date.
4. **TRANSCRIPTS:** Copies of undergraduate and graduate school transcripts. If you are accepted, official transcripts mailed directly to the PHPS Program will be required.



U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES  
Public Health Service



### ***APPLICATION DEADLINE:***

**All application materials, including reference letters, must be received by January 15 each year for the class beginning that following September. Application materials received after January 15, or applications that are incomplete, will not be considered. Applications sent by E-mail or FAX are not acceptable.**

Mail your application package to:

Public Health Prevention Service Program  
Division of Applied Public Health Training  
Epidemiology Program Office  
Centers for Disease Control and Prevention  
1600 Clifton Road, N.E., Mailstop D-18  
Atlanta, GA 30333

You are responsible for the timely submission and receipt of all application materials. For confirmation of receipt of your application and reference letters, include 1 self-addressed stamped postcard with your application.

### ***SELECTION PROCESS:***

The selection process consists of two levels of review. The first level will be a quantitative assessment of the entire application by a review panel. The applications will be scored based on the complete application which consists of the following:

- ▶ Curriculum vitae
- ▶ Personal statement
- ▶ Reference letters
- ▶ Transcripts

Applicants will be notified in late February whether they will move on to the second level of review.

The second level of the selection process involves personal interviews and group and individual exercises to assess interpersonal and team skills, analytical thinking, and oral and written communication skills. Applicants will be scheduled for interviews by mid-March, and must travel to Atlanta at their own expense. Decisions and notifications will be made in April. The PHPS class will commence at CDC the following September, beginning with a 2-week orientation.

The final selections are based on the following criteria:

- ▶ A commitment to, and understanding of, public health.
- ▶ An understanding of the PHPS Program.
- ▶ An ability for the PHPS Program to support the applicant's career goals.
- ▶ A potential for future career growth in public health.

**Questions?** Contact the PHPS Program office

Phone: 404. 639.4087

E-mail: [phpsepo@cdc.gov](mailto:phpsepo@cdc.gov)

Call 1.888.496.8347 for a fax copy of application materials.

Website: <http://www.cdc.gov/epo/dapht/phps.htm>

***CDC is an Equal Opportunity Employer and provides a smoke-free environment.***

# Standard *Curriculum Vitae* Format for Application to the PHPS Program

## PERSONAL INFORMATION

- ! Full name
- ! Mailing address
- ! Telephone number(s)
- ! Fax number (if available)
- ! E-mail address (if available)
- ! Country of citizenship

## EDUCATION

List all institutions attended, beginning with the most recent and include high school.

- ! Years attended
- ! Name of institution
- ! Location (city and state)
- ! Degree or diploma received
- ! Major(s), minor(s)

## KNOWLEDGE

- ! Graduate Record Exam scores and date - if available

For each category below, indicate the number of graduate and undergraduate credit hours. (Credit hours may be counted only once.)\*

- ! Management, administration, and policy
- ! Health education and promotion
- ! Biological/physical/environmental sciences
- ! Behavioral/social sciences
- ! Mathematical/statistical sciences/epidemiology

## EMPLOYMENT EXPERIENCES

List all paid employment since high school graduation.

- ! Dates employed: from \_\_\_ to \_\_\_
- ! Job title
- ! Duties and accomplishments
- ! Average hours per week
- ! Employer's name and address
- ! Supervisor's name and phone number  
(May the supervisor be contacted?)

## VOLUNTEER SERVICE

List all volunteer experiences, including internship(s), since high school graduation.

- ! Dates: from \_\_\_ to \_\_\_
- ! Job title
- ! Duties and accomplishments
- ! Average hours per week
- ! Sponsor's name and address (if appropriate)
- ! Supervisor's name and phone number  
(May the supervisor be contacted?)

## PROFICIENCIES

List and rate skill level: excellent, good, fair

- ! Languages: spoken and written
- ! Computer programs: word processing, graphics, spread sheets, statistical packages, data-base management (specifically Epi-Info)

## HONORS & AWARDS

- ! Type of honor
- ! Name of organization
- ! Date received

## COMMUNITY ACTIVITIES

Describe activities in civic, professional, or service organizations.

- ! Degree of participation
- ! Name of organization
- ! Dates of participation

## REFERENCES

- ! List three references with mailing address, phone number, and their relationship to you.

## OTHER

- ! List additional accomplishments you feel are relevant to this application.

**\*Credit hours should be reported in "semester" hours. To convert "quarter" hours to "semester" hours, multiply the number of quarter hours by 2/3. For example, for 5 quarter hours, multiply 5 by 2/3 = 10/3 or 3.3 equivalent semester hours.**

**FAILURE TO FOLLOW THIS  
FORMAT WILL RESULT IN  
YOUR APPLICATION NOT  
BEING CONSIDERED.**

—EXAMPLE—  
**John Andrew Snow, MPH**

**PERSONAL INFORMATION**

Address: 1234 State Street  
Eastham, CO 80209  
Home Phone Number: (000) 444-1111      Fax Number: (000) 444-3333  
Work Phone Number: (000) 444-2222      E-mail address: jsnow@tele.com  
Citizenship: United States

**EDUCATION**

9/98–6/00—State School of Public Health, Lexington, KY—MPH (major, minor)  
9/94–6/98—Coastal University, Middletown, CT—BA (major, minor)  
9/90–6/94—Mt. Grand High School, Worcester, TN

**KNOWLEDGE**

GRE scores: verbal \_\_\_\_; analytical \_\_\_\_; quantitative \_\_\_\_; July 1998  
Management, administration: \_\_\_\_ Graduate semester hours \_\_\_\_ Undergraduate semester hours  
Health education, promotion: \_\_\_\_ Graduate semester hours \_\_\_\_ Undergraduate semester hours  
Biol/physical/envir sciences: \_\_\_\_ Graduate semester hours \_\_\_\_ Undergraduate semester hours  
Behavioral/social sciences: \_\_\_\_ Graduate semester hours \_\_\_\_ Undergraduate semester hours  
Math, statistical sciences/epidemiology: \_\_\_\_ Graduate semester hours \_\_\_\_ Undergraduate semester hours  
\*All credits reported are based on a semester system.

**EMPLOYMENT EXPERIENCE (paid positions)**

4/98–6/00—HIV Prevention Counselor: (give a description of duties)  
6/00 -Present—HIV Prevention Counselor: (give description of duties)  
15 hr/wk avg., Gay Men's Health Center, 1333 Piedmont Avenue, Lexington, KY  
Mr. J. Everett Green, (000) 333-5555, can be contacted.  
8/95–4/98—Records Clerk: (duties), 40 hr/wk, Fitts Community Health Center ...  
*Continue in above format for each job. You are not limited to a single page.*

**VOLUNTEER SERVICE (include internships)**

6/99-6/00 — National Women's Health Campaign, Member of Planning Committee (address)  
—60 hrs/total  
—Duties included (give details)  
—Sponsored by APHA. Dr. Jean Smith, (301) 623-9181, can be contacted  
6/98-6/99 —Internship at the National Cancer Institute (address)  
—20 hrs/wk  
—Duties included (give details)  
5/98-6/98 — Provided direct care to invalid grandparent at home, responsible for evening shift, four nights/week

**PROFICIENCIES**

Foreign languages:  
Spanish (spoken):      excellent      Spanish (written): fair  
  
Computer skills:  
Word:      excellent      Epi-Info:      fair  
FoxPro:      fair      SPSS:      excellent  
Power Point:      good

**HONORS & AWARDS**

Commencement speaker, State School of Public Health, June 2000  
The Jones Award (Soccer), Coastal University, 1995  
Merit Scholarship, State Committee, 1994

**COMMUNITY ACTIVITIES**

Chairperson, Campus World AIDS Day, 1999  
President, Trinity Sunday School Class, 1998

**REFERENCES**

1) —George W. Jones, MD, MPH, 1223 Washington Street, Lexington, KY  
(000) 123-1234, Academic Advisor, School of Public Health  
2) —  
3) —

*Continue in above format for each reference.*

## Instructions for Reference Letters

Re: \_\_\_\_\_  
(Applicant's Name)

Dear Colleague:

The individual identified above has applied for a position in the Public Health Prevention Service (PHPS) at the Centers for Disease Control and Prevention (CDC), and has listed you as a reference. The PHPS is a new 3-year program of on-the-job training and service. It is designed for persons at the master's level who are interested in learning how to develop, implement, and evaluate scientifically sound prevention programs and interventions for public health.

As a reference, your frank and objective evaluation of the applicant's abilities and potential for future career growth in public health will play an important part in the selection process. To assist us in the review process, we ask that you address the following items in your letter of recommendation.

1. Indicate your name, title, organization, how long you have known the applicant, and in what capacity (e.g., employer, supervisor, teacher, faculty advisor).
2. For each of the six areas listed below, please a) comment on the applicant's abilities and skills using examples that draw on your interactions with the applicant, and b) rate the applicant in comparison with others at a similar stage in their professional development using the following scale:

5 = Best I Know

4 = Top 5%

3 = Top 20%

2 = Top 50%

1 = Below 50%

U = Unable to Assess (have not had opportunity to observe applicant's skills in this area)

- Quantitative skills
- Analytical thinking
- Written communications
- Oral communications
- Interpersonal and team skills
- Productivity

3. Please provide any additional comments on strengths and/or weaknesses not covered in the above which you feel would be helpful in the selection process. **(Failure to provide a quantitative score in the areas listed above may result in a lower score for the applicant.)**

The application *deadline* is January 15. **In order for the individual named above to be considered, your letter of reference must be received by January 15 as well.** A return envelope is provided for your convenience. Thank you for your assistance. If you have any questions, please call the PHPS Program at 404.639.4087.

Sincerely,

Dennis F. Jarvis, M.P.H., C.H.E.S.  
Chief, Public Health Prevention Service  
Division of Applied Public Health Training  
Epidemiology Program Office